



Purchasing Department

Coenen Hall 140 | 700 University Avenue | Monroe, LA 71209
P 318.342.5205 | F 318.342.5218

February 8, 2023

Addendum No. 1

Bid # 50006-019

Due: February 23, 2023 @ 2 PM

The purpose of this addendum is to answer the following questions:

1. The bid refers to estimated usage of business cards, but see no spec to use to prepare a bid. Are business cards part of this bid package this year?
A. No, business cards are not in the bid.
2. We notice you are calling for a bid using Luxe paper for letterheads. Are you sure you want to bid this again?
A. Yes, we are sure.
3. Paragraph 1 on page 8 of the bid form, states the length of the award goes through June 30th, 2023, a period of a little more than 4 months. No successful bidder is going to be able to order and receive chemically watermarked paper in time to print any substantial number of letterheads. Another problem is the minimum amount of sheets required to order from the mill that makes Capitol Bond, is enough to print 56,000 letterheads. ULM will not use this many letterhead between date of award and June 30th. Printers will not want to order custom paper and then possibly lose the next bid. We suggest you make the contract expire on June 30, 2024. Have you made a decision to have the contract to expire of June 30, 2024?
A. No, the University's annual bids conclude at the end of each fiscal year. The first term of this annual bid will conclude on June 30, 2023 and may be renewed by mutual agreement for any subsequent renewal term.

Please acknowledge receipt of this addendum on bid proposal.

Vendor or Company

Signature

Date


Shakeya Bennett
Procurement Special

#TAKEFLIGHT